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Search Committee for Administrative Staff Positions 1989

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Notes



April 11, 1989

MEMORANDUM

TO: Annmarie Heldt
Administrative Staff Personnel

FROM: Norma J. Stickler *Norma J. Stickler*
Secretary, Administrative Staff Council

The attached statement was approved by the Administrative Staff Council at its meeting of April 6, 1989. The Council wishes to have the statement used as a guideline for your use as you work with University departments to establish screening committees for administrative staff positions. As is evident from the content, the Council's primary concerns were that when searches for administrative staff positions are conducted, there should be significant representation from the administrative staff on the search committee and that there should not be an official on the search committee who wields undue influence on the proceedings.

WV

xc: Patrick Fitzgerald ✓
Jill Carr

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Screening Committees for Administrative Staff Positions

The Screening Committee of 3 to 6 individuals is formed as soon as the position is advertised, and its composition is mutually agreed upon between the hiring department and Administrative Staff Personnel Services. Screening Committees for administrative staff positions should ordinarily be composed of administrative staff members; however, when the position is one that has a direct relationship with students, faculty, or classified staff as a constituency, there should be representation from that respective group. The majority of the screening committee should be administrative staff and there should be both male and female membership. If the position is one that has an impact in other vice presidential areas, representatives from some of those areas should be included on the search committee. Neither the contracting officer nor the selecting official of the advertised position is to be a member of the screening committee.

Approved by Administrative Staff Council 4/6/89

I. THE SEARCH COMMITTEE

The first issue that a contracting officer and/or hiring official must address deals with the selection of the search committee. Essentially, the contracting officer wants a competent group of representative individuals capable of working together to accomplish an important institutional task. The search committee should be formed by the contracting officer as early as possible in the recruitment process.

1. Selecting a Committee Chair

- a. The selection of a chair is the foundation for an effective committee; no other person will play as important a role in the process. The chair sets the tone for the entire committee work, and is responsible for coordinating the process with PS.
- b. The chair should be appointed by the contracting officer and should be someone the contracting officer can trust and who possesses special qualities: good communication skills; ability to motivate and keep the committee on track, and the ability to handle the necessary administrative details.

2. Composition of a Search Committee

- a. Strong efforts should be made to include representation from women and minorities. The committee must include administrative staff, and may include members from an unrelated department. The committee composition should attempt to reflect the interest that various constituencies have in the outcome. As a group, the committee should have a status commensurate with the position, a stature that warrants the respect and confidence of relevant constituencies.
- b. As a general rule, most committees should have at least three, and no more than six members. A committee with three to six members conserves professional time and expedites the search process, and should be more than adequate for the majority of positions. A larger committee size, seven to nine persons, would be warranted for positions of sweeping responsibility and varied constituencies. Finally, committee members should be able to devote the necessary time to this important task.